Sanitized Copy Approved for Release 2010/02/22 : CIA-RDP58-00039A000300050265-2

STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 11 June 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 5 - 11 June 1956

1. Numbers in Clerical Induction Training. During the week of 5 June there were 35 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 14 people for the week of 4 June.

3. Clerical Refresher Visitor. Miss Dorothy Dockterman, who is in charge of Secretarial Training at the United States Information Agency, visited Clerical Refresher on Thursday, 7 June 1956.

[redacted] 25X1

OTR/CT:MAH:jdm (11 June 1956)

25 YEAR RE-REVIEW

CONFIDENTIAL

Sanitized Copy Approved for Release 2010/02/22 : CIA-RDP58-00039A000300050265-2